Instructions for:

RACI Chart

A RACI chart is a project management tool that clarifies the roles and responsibilities in each project task or deliverable. It categorizes team members as Responsible, Accountable, Consulted, or Informed for each activity. Developed by project managers and referenced by project teams and stakeholders, it ensures clear communication, reduces confusion, and enhances efficiency.

**Fields:**

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| [ Stakeholder ] | The stakeholder name, whether an individual person or a corporation |
| Tasks | The official project task list, developed during project planning. |
| Role | * (R)esponsible: The person performing the work, who is the primary source of communication for the day to day operations of the task * (A)ccountable: A person who doesn’t necessarily perform the work, but receives the consequences for the work, whether positive or negative. * (C)onsult: A person whose advice and knowledge should be sought as it is an important input into the task. * (I)nform: A person who should be kept informed of the status of the task, although not necessarily allowed or requested to provide input |

**Related Documents:**

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| Stakeholder Register | Provides a listing of the project stakeholders. |
| Stakeholder Analysis | Provides a breakdown of the Power and Interest level of each project stakeholder, and a discussion of underlying concerns. |
| Stakeholder Engagement Plan | Establishes the communication requirements of each stakeholder. |
| Stakeholder Engagement Assessment Matrix | Defines whether each stakeholder is supportive, opposed, or neutral to the project, and if their status needs to be changed during the course of the project. |